**ROLE TITLE:** Tournament Secretary

**REPORTING TO:** York Sport President

**AREA:** Heslington West

**DAY:** Flexible

**SUGGESTED TIME:** Maximum 6 hours per week (term time only)

**ROLE SUMMARY:** To contribute to the development of the York Sport Union by providing effective and exciting opportunities for students and the community to engage in events and tournaments at York.

**KEY TASKS:**

* Assist in the organisation of York Sport Union sporting tournaments i.e. Roses and College Varsity
* Create and develop ideas to engage students and the community in York Sport Union events
* Liaise with tournament secretaries at both Lancaster University and Durham University to build and maintain external relationships in the planning of sporting tournaments
* Act as a point of contact for clubs during the planning stages of the sporting tournaments
* Work with the York Sport President to organise pre-tournament camps
* Act as a point of contact for a group of clubs, providing support and advice where possible
* Attend weekly York Sport Committee meetings

**SKILLS DESIRED:**

* Interest / knowledge of sport
* Enthusiastic and motivated approach towards YUSU Student Opportunities
* Time available to dedicate towards the position
* Excellent communication and organisation skills
* Ability to work in a team and independently

**BENEFITS:**

* Opportunity to be part of a yearlong, purposeful work experience opportunity
* Personal Development mentoring
* Project management experience
* Great way of making new friends